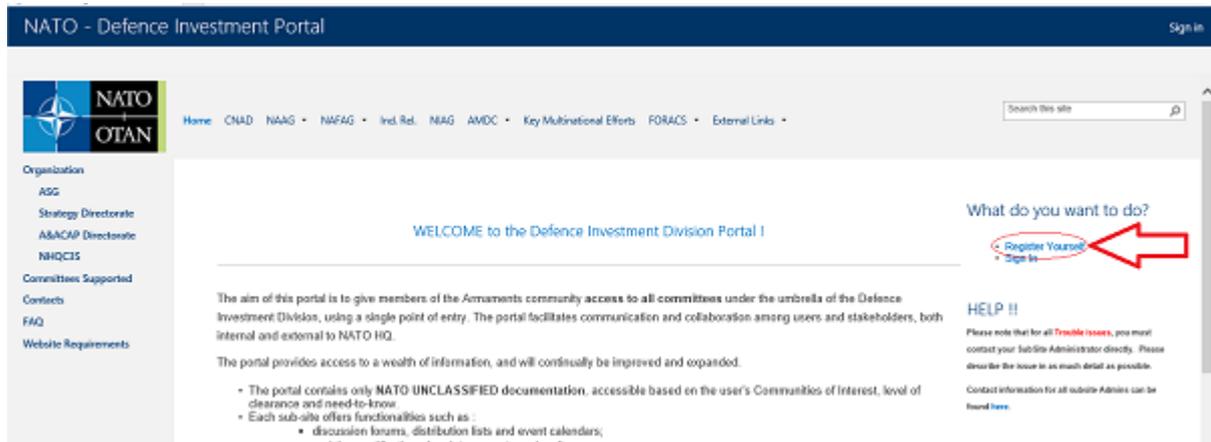## HOW TO REGISTER ON THE DI PORTAL

**Note:** All fields marked with a red cross ⊗ are mandatory.

1. From the DI Portal Home page, click on **Register Yourself**. You will be directed to the "User Registration Form".



2. Fill in your *personal information*. Click on the ▼ icons to select your date of birth, gender, citizenship, title and military rank (if applicable).



3. Fill in your *credentials*. The **"Username" will be generated automatically** once you enter your first and last name in the previous section. If the username already exists, the system will attribute a number at the end (for example "smith.john2"). **Choose a password that has a minimum of nine (9) characters and contains at least one (1) number, one (1) uppercase letter, one (1) lowercase letter and one (1) special character (like \*+-%)**.

Click on the ▼ icon to select a password question and type your password answer that will be used if you forget your password.

**Note:** The password answer is case sensitive. Be sure to type it in the exact way.

**User Name**

This field is read only and its value is automatically composed of your last name and first name with the following format: <lastname>dot<firstname><sequencenumber>. A sequence number is only added if the combination of last name and first name is not unique.

**Password**

The password you have to provide has the following policy: Minimum 9 characters of which at least 1 number character, 1 uppercase letter, 1 lowercase letter and 1 special character (like *+-%).

**Confirm Password**

Take care that you type the confirmation password exactly the same as your password.

**Password Question**

When you would forget your Password a procedure is in place to automatically reset it by answering a Question. Please choose that Question now.

[Select a question]

**Password Answer**

Please provide an Answer for the Question you have selected here afore. Must contain at least two alphanumeric characters. Attention: Like the Password this Answer will be considered case-sensitive.

4. Fill in your user *representation information*. Click on the ▼ icon to select your representation. Type in your work address.

**Representation Info**

**Representation**

Select the Nation or Organization you represent. If you represent neither then you can choose Other and specify what you represent in the textbox that will appear.

[Select]

**Work Address**

Please provide the complete address of your working place.

5. Fill in your *contact information*.
**Reminder**: You must enter a valid official email address in the mandatory field "Official Email"

**Contact Info**

**Official Email**

Provide your Official Email Address.

**Official Phone**

Provide your Official Phone Number.

Format: +[country code (max 4 digits)]-[area code (max 6 digits)]-[phone number (max 10 digits)] e.g.+32-2-7071234

**Alternate Email**

Provide a second Email Address if you have one.

**Alternate Phone**

Provide a second Phone Number if you have one.

**Mobile Phone**

Provide a Mobile Phone Number if you have one.

**Alternate Com**

If you like to provide an Alternate Communication Means with which you can be reached, please do.

**Fax**

Please provide your Fax Number.

Provide your Official Phone Number. Format: +[country code (max 4 digits)]-[area code (max 6 digits)]-[phone number (max 10 digits)] e.g.+32-2-7071234

6. Select **ONE** *Community of Interest* you wish to join, the name and coordinates of a POC who can *justify your requirement* to have access to the DI portal then read the "*Terms and Conditions for accessing this Portal*" and check the box that confirms that you have read it:

**Communities of Interest**

**Main COI**

You need to select your main Community of Interest by clicking the COI Select button next to the text field.

**Access Justification**

**Person of Contact / Project you are involved in**

Please provide name and coordinates of a POC within the division, your Delegation/Organization/Workplace who can justify your requirement to have access to the portal. Or describe the Project you contribute to.

IMPORTANT: Give as much info/details as possible to speed up the approval process e.g. name and coordinates of a POC

**Terms and Conditions**

**Terms and Conditions Read Confirmation**

Please tick the checkbox to confirm that you have read the terms & conditions document.

Terms and Conditions for accessing this Portal. I confirm ☐

7. The last section of the registration form shows you a security code called "*CAPTCHA*".

**Submit this Registration Form**

**CAPTCHA**

Please type the text you observe in the CAPTCHA image. Only when the text is correct the Submit button will be enabled.

Type in the number marked in yellow?

| 8 | 3 | 6 | 4 | 9 | 2 | 7 | 1 | 5 |
|---|---|---|---|---|---|---|---|---|
| 5 | 4 | 7 | 6 | 3 | 1 | 2 | 8 | 9 |
| 9 | 1 | 2 | 8 | 5 | 7 | 3 | 6 | 4 |
| 1 | 8 | 5 | 3 | 6 | 9 | 4 | 2 | 7 |
| 6 | 2 | 3 | 7 | 4 | 5 | 8 | 9 | 1 |
| 7 | 9 | 4 | 2 | 1 | 8 | 6 | 5 | 3 |
| 4 | 6 | 9 | 1 | 8 | 3 | 5 | 7 | 2 |
| 3 | 7 | 1 | 5 | 2 | 6 | 9 | 4 | 8 |
| 2 | 5 | 8 | 9 | 7 | 4 | 1 | 3 | 6 |

[Change]

[Submit]

8. Once you have entered all the information, enter the CAPTCHA code in the supplied field and click on Submit to send your registration form to the Administrator(s) of the Sub-Site(s) you have requested access to.
   **Note**: The Submit button will be enabled when the code you enter is correct. If you are still on the registration form, check if you have no mandatory fields to fill in. The fields are followed by a * or a red error message like "You must select at least one COI!".

9. You will be directed to a confirmation page informing you that your registration was successful.

10. You will also receive an email notification summarizing the data you have provided.

**Note:** A successful registration does not grant you immediate access to the DI Portal Sub-Sites. Your request must first be approved by the Administrator(s) of the Sub-Site(s) you have asked for access to. Once that Administrator approves your request, you will receive another email notification informing you that you are approved for access. You will also be informed in the email of the security group to which you belong (for example "Readers_NATO").

You will receive an email notification each time your request to participate to a COI is approved by an Administrator.